

**DOCUMENT NAME: Post Office Box  
Rental/Renewal  
DAFIS DOCUMENT TYPE: 33**

1. **Description:** The Post Office rental/renewal notice is used to notify the user that payment is required to continue service. The notice is subsequently used for payment processing.
2. **Primary Forms:** Post Office Box Rental Form/Renewal Notice
3. **Related Forms:** CG-5398 (or OF-347), Order for Supplies or Services SF-1034, Public Voucher for Purchases and Services Other Than Personal
4. **Document Number:** Standard number - unit assigned.

SAMPLE: 3394904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
33	94	90	4	F	AB	001	

5. **Accounting Line:**

SAMPLE: 2/F/401/136/30/0/AB/12345/2338

6. **FINCEN Critical Processing Requirements:**

- a. Post Office Box Rental Form/Renewal Notice must contain the following information:
    - (1) Post Office Box number.
    - (2) Postal remittance address.
    - (3) Amount of renewal.
    - (4) Standard DAFIS document number.
    - (5) Accounting data.
  - b. Units must promptly forward the original or "Certified to be original" Renewal/Rental Form to FINCEN for processing. Message is an acceptable means of forwarding the payment request to the FINCEN. **Units may fax either the renewal form or message to 757-523-6900.**
7. **Other Information:** Although the primary form is the Post Office Box Rental/Renewal Notice, units may also choose to fax in the necessary information or use the message format. They may also submit an Order for Supplies or Services with the Renewal Form or submit an SF-1034. See Record Message Request sample, Figure 12D-55.

## EXAMPLE OF RECORD MESSAGE REQUEST

R231302Z JAN94

FM USCGC NEVERSAIL

TO COGARD FINCEN CHESAPEAKE VA/OPS//

ACCT CG-W2GARC

BT

UNCLAS//NO7200//

SUBJ: POST OFFICE BOXES

A.COGARD FINCEN CHESAPEAKE VA 251800Z DEC 93

1. A. PO BOX 1234  
B. 1 YR RENTAL 12/1 - 11/30 @ 23.00 YR  
C. POSTMASTER  
ATTN: P.O. BOX FEE PAYMENT  
PORTSMOUTH, VA 23700  
D. 2/F/401/136/30/0/AB/12345/2338  
E. 3394904FAB001
2. A. P.O. BOX 101  
B. 1 YR RENTAL 1/1 - 12/31 @ 26.00 YR  
C. POSTMASTER  
ATTN: P.O. BOX FEE PAYMENT  
CHESAPEAKE, VA 23300  
D. 2/F/401/136/30/0/AB/12345/2338  
E. 3394904FAB002

BT

NNNN

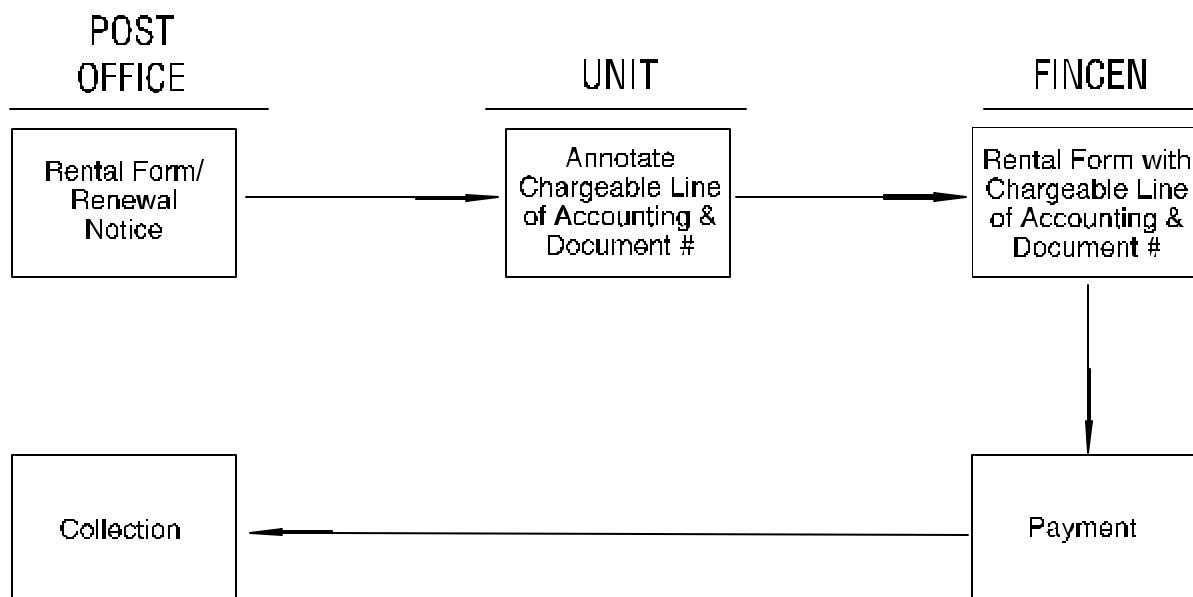
**Figure 12D-60 Example Record Message Request**

8. **LUFS Information:** Standard generic input is made through the Record Spending Module.
- a. Obligation will transmit electronically via LUFS.
  - b. A copy of the Rental/Renewal form should be mailed to FINCEN and should have the statement on the face of the document:

**"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"**

- c. This document should have the public/government indicator set to "P".

9. **Document Flow:**



**Figure 12D-61 Post Office Box Rental/Renewal**

- a. Figure 12D-61 describes the procedures for processing Post Office Box Rental/Renewal.
- b. The U. S. Postal Service provides a rental form/renewal notice to the unit.
- c. The unit annotates the chargeable line of accounting and a standard document number on the rental form/renewal notice and forwards it to the FINCEN for payment action.
- d. FINCEN processes payment.

Note: Units should forward renewal notices as soon as possible after receipt to ensure expeditious processing by the FINCEN.

**10. Sample Forms:** None.

**11. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3394904FAB001000	051	94020FHAA	12345	2338	0.00	35.00	0.00	0.00
3394904FAB001000	102F	94030F111	12345	2338	0.00	35.00-	0.00	35.00

**12. References:** None.